

## WOODS MANOR BOARD MEETING

Woods Manor Clubhouse  
11:30 am  
October 11, 2014

Board Members present: Jay Rust, Chuck Sebald, Larry Brutlag and Karen Schilling

Four Seasons Management Representative: Steve Erlandson

- I. Call to Order: President Jay Rust 11:31am
- II. Approval of Agenda: Approved by consensus
- III. **Drainage Issues Site Visit--Structural and Civil Engineer Reports:**
  - A. As reported by Jay Rust at the annual HOA meeting in July the Board in conjunction with management had monitored the back walkway water drainage project scope in relationship to damage evidence for a year. The other major areas of pending repair/replacement are decks, stucco, exterior paint and rock facing. The next step towards a prudent solution authorized by the Board was to consult with Griffeth, Structural, LLC, for a professional structural integrity evaluation of the Woods Manor Complex and Marc Hogan of BHH Partners –Planners and Architects to identify a plan for an exterior facelift that can be logically phased in as need and funds arises.
  - B. Jay Rust met with Michael Griffeth on August 12, 2014. Decks were inspected, deck and railing replacement options were discussed, garages foundation walls inspected, back concrete walkways/drainage viewed/discussed, and Maggie Point drainage reconfiguration that may cause water problems to Bldg. A viewed. Mike also studied the WM structural building plans.
  - C. Summary of report:
    1. Maggie Point drainage issue, Mike acknowledged what we thought -- that at times of horrific rains, Bldg. A could experience water problems.
    2. Overall WM complex construction is good.
    3. **Back walkways/drainage**, Mike recommended further consultation with a geo/tech engineer since.

4. **The foundation walls** are in good shape, straight walls with only minor hairline cracks. Water leakage, to date, has not caused interior concrete damage.
  5. **The balcony deck floor supports** are in good condition.
  6. **The Railings** should be replaced meeting current code requirements.
- D.** Chuck Sebald met with Don Leinweber, P.E. (geo/tech) from Alpine Engineering, Inc. September 12, 2014 to discuss WM drainage issues solutions in relationship to structural integrity.
- E.** Summary of report:
1. **Offsite surface drainage:** Alpine Engineering was in agreement, the potential water drainage flow created by construction to service Maggie Point development could negatively impact Woods Manor building A.
  2. **Onsite drainage:** Back walk way surface drainage did not convey runoff out of this confined space on either Building A or B adequately which results in surface water infiltrating into the ground next to the foundation and onto dumpster areas.
  3. **Two solutions** discussed:
    - a. **One:** installation of a storm sewer pipe with intermittent drainage inlets and direct tie-ins to flat roof and downspouts to create slope to building east and west ends and discharge into existing swale. Construction equipment access is limited and cost may not be warranted as foundation walls are in good shape per structural engineer evaluation.
    - b. **Two:** Install on retaining wall side of sidewalk a flat drainage trench drain with direct tie-ins to flat roof and downspouts sloping gently to west and east building ends where water would discharge into existing swale. Most of this work can be completed with small equipment or hand tools.
    - c. Flat roof location adjacent to sidewalk impedes ideal slope being created at this point. Slope will start at existing corner of sidewalk and roof flowing to building ends and seal area where water drains over the foundation wall into dumpster areas.
    - d. Replace sidewalk.
- F. Board Action**
1. Jay will schedule a meeting with Maggie Point developer to discuss WM Board drainage concerns created by land development.

2. Jay had a site visit with Michael Mosher, TOB Planner, and Shannon Smith, TOB Civil Engineer, to share Maggie Point drainage concerns. Shannon requested an email statement regarding concerns along Highway 9 that COT may need to address. Awaiting reply.
3. Jay and Board will meet with Marc Hogan to move forward with creating a sequential exterior refacing plan.
4. Board's discussion concluded the Alpine Engineering solution #2 was the direction to refine and secure contractor bids for the project.
5. Chuck will write the agreed upon specifications and send that to Four Seasons.
6. Four Seasons will schedule several contractors to bid the job along with reconfirming cement sidewalk replacement bids.
7. Estimated timeline for onsite drainage correction and sidewalk replacement is late summer 2015.
8. Deck replacements, including the clubhouse deck and retaining wall repairs, will be budgeted in the WMA 10 year Reserve Needs Projections for 2016.

IV. Ratify Bd. Mtg. Minutes July 5, 2014: Chuck Sebald made the motion to accept the July 5, 2014 minutes as written. Larry Brutlag seconded. Passed.

V. Maintenance Report

- A. WMA:** Steve Erlandson reported regular fall maintenance is progressing noting the following:
1. Taxes and DORA participation has been registered with the State of Colorado for the WMA.
  2. Fire and Sprinkler Alarms have been inspected and are in proper working order.
  3. Heat tapes have been inspected and are ready for winter; garden sprinkler system has been winterized with leaf raking scheduled after final leaf drop.
  4. Wildlife issues have been an ongoing challenge. Porcupines had to be removed from the garden. Bears have frequently visited WM dumpsters. The dumpsters have been chained to poles and bear locks are used to secure lids, but neither has completely prevented bears raiding the containers and spewing garbage around the yard. This should end within several weeks as they go into hibernation. Enclosing the entire dumpster area was discussed which could help to deter wildlife but not fool proof.
- B. WMI:** Steve reported the following:

1. Fall maintenance week has no major projects planned.
  2. Work will consist of deep cleaning each units' carpet and kitchen restocking.
  3. Four Seasons created user friendly instructions for operating the cable television remote control system.
  4. An auxiliary cable has been installed on each television for use with video games and other personal computer devises.
- C. The Board thanked Four Seasons for their attention to detail and budget in maintaining the Woods Manor complex.

Note – Lisa Cobb arrived at the meeting at 1:00 pm and took further notes on the meeting. Thank you Karen for writing minutes of the meeting for Lisa.

VI. Financial Report- Steve Erlandson noted budget detail will be discussed under 2015 Budgets.

- A. WMA
  1. YTD budget expenditures are in line with budget and expected to end year slightly under budget;
  2. Clubhouse maintenance was high due to purchase of hot tub chemicals;
  3. Buildings maintenance is high due to unbudgeted elevator repair.
- B. WMI
  1. Budget should end positive due to receiving some late 2014 dues payments.
  2. Steve reported concerns regarding aging accounts.
  3. The Board directed additional weeks be turned over to the collection agency.
  4. Discussed where to allocate amounts that are uncollectible in the budget.

VII. New Business

- A. WMA & WMI 2015 Budgets
  1. Board agreed to start with proposed budgets, then authorize adjustments as needed.
  2. Proposed WMA
    - a. Proposed budget balances if reserve funds are reduced without raising operating funds dues. Trimmed some line item expenses.
    - b. 4S proposed decrease in insurance because anticipated increases did not occur.
    - c. Internet increased in March, Boulder CPI increase was anticipated and estimated. Getting bulk rate for 24 units with ResortQuest is still roughly half competitors' charge.

- d. Trash removal cost increase: 10% to company, passing along to customers 6%.
  - e. Snow removal contractor raised rates \$25/month.
  - f. There were some maintenance decreases, but electric always increases.
  - g. Larry stated that we have \$9,000 in budget cash, so we've done well in anticipating and covering expenses.
  - h. Reserve P&L
    - i. Discussed of \$50K clubhouse drainage/walk needed repairs.
    - ii. Deck railings were studied, proposal to make them consistent with future exterior remodel plans. Sidewalk will be done in 2015. Anticipate railings, replacements be done in 2016. Funding options were discussed.
    - iii. WMI budget has to cover bathroom remodeling, their share of units' railing/clubhouse deck replacements and sidewalk/drainage work. Board agreed that units that have two bathrooms will have both remodeled at the same time.
    - iv. Board agreed to remodel 2 baths in spring mud season. Mechanics of how to make it happen will be finalized by decorating committee and Four Seasons. Board needs to approve expense.
    - v. Moved reserve 10 year items in order to be able to replace clubhouse deck/retaining walls at same time as individual deck railings. Four Seasons will get solid bids to dig trenches, remove concrete, remove rock in trench after its been regraded and liner, closed drain pipe from downspouts below concrete walkways to the newly graded drain trench. Need to also make sure the sidewalk area by the clubhouse and flat roof is graded and sealed to remedy dumpster areas water problems.
    - vi. New grade requested to be ½ to 1 %. Trench requested to be 18" wide where possible.
4. Chuck motioned to approve this plan, Karen seconded, all Voted favor. Project will be completed during the fall of 2015. Funding options will be decided after firm bids have been obtained.

B. WMI Budgets

1. Larry stated that the reserve for WMI must never fall below \$45K for end of year balance. Board agreed that kitchen remodeling will be scheduled after all bathroom work has been completed.
  2. Lisa will work with contractors to obtain bids.
  3. Four Seasons will move funds in 10 year projections as discussed.
  4. Board does not anticipate having a dues increase for 2015.
- C. WMA 2015 budget vote:  
Karen moved that we approve the budgets as presented with the addition of reducing next year's reserve allocation to balance the operating budget. Larry seconded. All approved.
- D. WMI 2015 budget vote:  
Larry moved that approve the operating and reserve budget as presented with the addition of another \$10K in bad debt title transfer. Lisa seconded. All approved.
- E. Marc Hogan, Architect, Proposal
1. Deck support beams are in good condition, railings are in need of replacement. When floor boards are replaced, top plastic covering needs to be installed.
  2. Interior foundation walls are in good condition.
  3. Proposal: \$2,500. Marc's proposal includes meeting with the Board to discuss conceptual design/style ideas; drawing options for consideration; presenting phase in options; offering different material options; obtaining cost estimates for different aspects of project. Jay will talk to Marc to clarify that WM has ownership of the plans.
  4. Chuck motioned that we accept the proposal. Seconded by Lisa. All approved.
  5. Further discussion: The exterior plan will set the direction of future decisions. Decks/railings need replacement. Within the years stucco will need to be repaired or replaced with a different surface treatment, rock facing may need to be replaced, exterior will need to be painted, front concrete entry walkways may need to be replaced. This will be on the agenda for the 2015 annual meeting.
- F. WMI Fall Maintenance Week  
Deep cleans are scheduled. Lamp shade replacements are needed

In some units. Some showers/tubs may need new caulk.  
Some touch up painting will be done.

G. Date for 2015 Annual HOA mtg.

At the 2014 annual meeting, it was decided to schedule the 2015 on a summer Saturday that is not close to the July 4<sup>th</sup> weekend. Four Seasons requested not to schedule the meeting late June and first week of August. It was decided that either July 18<sup>th</sup> or 25<sup>th</sup> may be best.

VIII. Old Business

A. WMI Foreclosure Status

1. Larry reported that 14 units are currently being foreclosed; an additional 3 will be submitted to Kent Willis. There are 15 others that have been sent delinquency letters and did not respond. These will be sent to the collection agency.
2. Chuck moved that Larry be authorized to send remainders to the agency. Lisa seconded. All approved.
3. Four Seasons mentioned that there are more than 20 additional time share unit weeks that may need to be submitted to the lawyer, Kent Willis. Larry will request Willis to send these owners a letter to alert them that they are approaching foreclosure. Willis needs to be given parameters for how these are handled.
4. Willis will be given final authority to take whatever action he deems necessary and appropriate.
5. Chuck suggested that a letter be included in the monthly invoice/statement listing the weeks owned by the HOA and offering those weeks for rent to all home owners.
6. Many more time share owners are requesting to deed back their week(s) to the HOA.
7. A letter may be sent to time share owners requesting them to share information about their time share ownership.

IX. Other Business

A. Discussion of how to move forward with bathroom remodels:

1. Steven mentioned the one bathtub has a broken Jacuzzi motor.
2. Lisa motioned that we repair the motor on a broken Jacuzzi. Karen seconded. Motion failed 4 to 1 against. The tub will be replaced in the spring and the Board did not feel good about spending the money to repair it for just a few months.

3. Four Seasons will give the Design Committee the names of five local contractors with whom they can meet to obtain bids for the bathroom remodels, beginning with the two units on the first floor.
- B. Clarification on drainage project
1. Four Seasons will obtain bids as described in section III.
  2. Chuck asked that bids possibly include the option of lining the drainage ditch with plastic or cloth, especially to see if there is a price difference.
  3. Board will vote to approve the bid for the drainage work by email.
- X. Next Meeting - Tentatively scheduled for 2/7/15, start at 1 pm in Breckenridge.
- XI. Adjourn 4:02 pm